

Dr. MM 9/8

**School Administrative Unit #6**  
Serving Claremont, Cornish, and Unity, NH  
165 Broad Street Claremont, NH 03743

Phone: 603-543-4200  
603-543-4212 (Special Ed.)  
Fax: 603-543-4244  
Website: [www.sau6.k12.nh.us](http://www.sau6.k12.nh.us)

To: Cornish School District SAU Planning Committee

From: Middleton K. McGoodwin, Ed. D., Superintendent of Schools

Re: Requested Information: List of Superintendent of Schools Statutory Services

Date: September 9, 2014

### A. The Statutory List of Superintendent Services per NH RSA 194-C:4

The services provided by New Hampshire school superintendents are included in the statutory framework pertaining to school administrative units (SAU). The statutory role of the SAU is to assist the local school district and board in the administration of the District.

1. Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.
2. Recruitment, supervision and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact-finding or arbitration; and management of all employee benefits and procedural requirements.
3. Development, review and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and staff development, and development and recommendation of policies necessary for compliance relating to curriculum and instruction.
4. Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.
5. Pupil achievement assessment through grading, state, and national assessment procedures and the methods of assessment to be used.

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(NH RSA 194-C: 4 "superintendent services," continued)

6. The on-going assessment of district needs relating to student population, program facilities and regulations.
7. Writing, receiving, disbursement, and the meeting of compliance requirements.
8. Insurance, hearings, litigation, and court issues.
9. School board operations and the relationship between the board and the district administration.
10. The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, parent, safety and building issues; and for dealing with citizens at large.
11. Assignment, usage, and maintenance of administrative and school facilities.
12. Designation of number, grade or age levels and, as applicable, other information about students to be served.
13. Pupil governance and discipline, including age-appropriate due process procedures.
14. Administrative staffing.
15. Pupil transportation.
16. Annual budget, inclusive of all sources of funding.
17. School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1.
18. Identification of consultants to be used for various services.

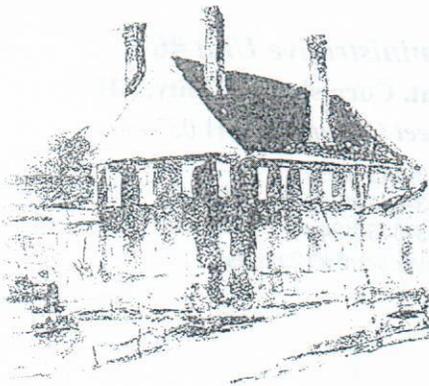
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Dr. Middleton K. McGoodwin, Superintendent

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**SAU #6 Vision Statement:** SAU #6 inspires self-driven excellence for all stakeholders through rigorous curricula and effective home-school-community partnerships, emphasizing individual strengths and goals in a safe and supportive environment where all students will learn, grow, and become contributing members of our society.  
Adopted by the SAU #6 Board on 9-30-10



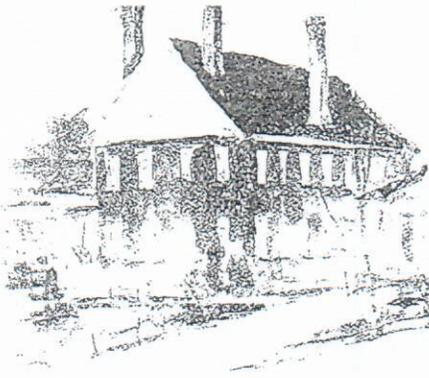
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## B. Additional Statutory Requirements

The state statutes also delegate a number of additional responsibilities to New Hampshire school superintendents:

1. Administer criminal background check procedures. NH RSA 189:13-a.
2. Notify teachers if they are not to be nominated. NH RSA 189:14-a.
3. Direct and supervise the work of teachers. NH RSA 189:31.
4. Remove a teacher for cause from the classroom setting. Id.
5. Attend all conferences called by the state board. NH RSA 189:33
6. Report all violations of the law pertaining to schools, school buildings, underage employment, child protection. NH RSA 189:33.
7. Report all violations of the rules and regulations of the state board for the administration of the schools. Id.
8. Excuse students from attendance due to physical or mental inability. NH RSA 193:1; IDEA; Section 504.
9. Recommend reassignment of students in cases of manifest educational hardship. NH RSA 193:3.
10. Recommend to the Commissioner exemption of a child from attendance when the facts warrant. NH RSA 193:5.
11. Decide residency issues under NH RSA 193:12 and when there is a dispute between districts, jointly make a decision with the other superintendent.



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(Additional Statutory Requirements, continued)

12. Authority to suspend students for up to ten days. NH RSA 193:13(I). If delegated by the board, authority to issue a long-term suspension NH RSA 193:13(I)(b); or expulsion NH RSA 193:13(IV).
13. Work with parents on home education requirements. NH RSA 193:A.
14. Issue waivers to educators under the Pupil Safety and Violence Prevention Act. NH RSA 193-F.

### C. Regulatory Requirements

The New Hampshire State Department of Education has further expanded the school superintendent's responsibilities in Ed302.01 and Ed302.02.

Under **ED302.01**, the Superintendent is deemed the "Executive Officer" of the school district, and shall be responsible for the following administrative duties:

1. The superintendent shall be responsible for planning and administering the activities of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts.
2. The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services.
3. The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
4. The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board

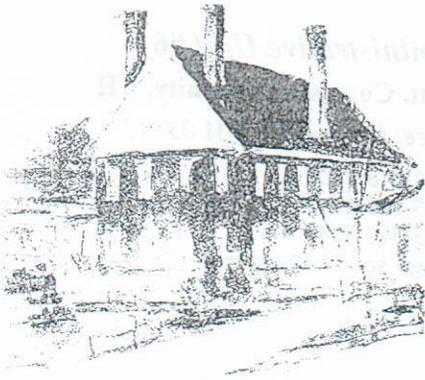
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(Regulatory Requirements, continued)

5. The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Under **Ed302.02**, the superintendent of schools shall be responsible for the following administrative duties:

1. Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
2. Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
3. Responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the rules of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
4. Responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
5. Responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;

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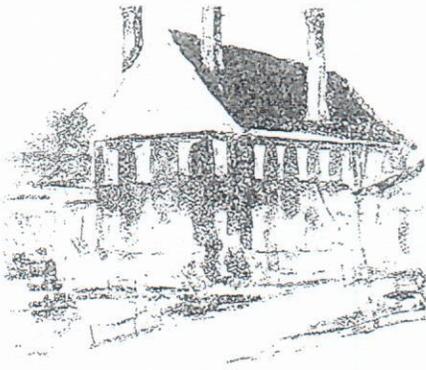
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(Administrative Duties, per Ed302.02, continued)

6. Responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
7. Remove a teacher or other employee of the district in accordance with RSA 189:31;
8. Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
9. Provide for temporary staff to fill vacancies and shall provide supplies immediately needed for the operation of the schools;
10. Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
11. Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
12. Direct pupils to assigned classes and grades;
13. Maintain a safe environment for pupils free of hazardous conditions;
14. Responsible for the evaluation of personnel and programs in accordance with local school board policies; and
15. Responsible for implementation of state board rules, which apply in the area of the superintendent's jurisdiction.